



BLUMEN 9.0 Training Registration Form (Cincinnati, OH)

Program Director _____

Program UB UBMS VUB

University _____

Address _____

City _____ State _____ Zip _____

Phone (____) _____ FAX (____) _____

Email _____

Training Dates: April 28th & 29th, 2010 (Wednesday & Thursday) for UB, UBMS, VUB at Cincinnati, OH.

Training Cost: \$ 699.00 per person
(Includes continental breakfast and lunch)

Name/s of Trainee/s:

1. _____ 3. _____

2. _____ 4. _____

- I understand that no refunds or credits will be issued for reservations, once a training seat has been confirmed by Compansol.
- Any cancellation must be requested in writing and must be received by COMPANSOL before March 22nd 2010 for full refund.
- COMPANSOL reserves the right to cancel the training. In such an event you will be notified at least 5 Business days in advance and any payment for the training will be fully refunded.

Payment: Check One (Make all checks payable to COMPANSOL)

Total Amount: _____ Check Enclosed. Check # _____ PO # _____

Credit Card. Card# _____ Expires _____

Director's Signature _____ Date _____

Note: **Please reserve and confirm your training seat with COMPANSOL before you make any Travel Arrangements !**



Training Schedule for 1st Day (Basic & Intermediate Session):

8:00am- 8:30am	Registration (Sign-In and distribution of workbooks)
8:30am-11:30am	1st Session
11:30am - 1:00pm	Lunch
1:00pm - 4:00pm	2nd Session
You will learn:	<ul style="list-style-type: none">◆ Navigating around BLUMEN◆ Setting System Preferences◆ Creating New User Accounts◆ Browsing Student Data◆ Adding New Student◆ Adding Contact Log◆ Adding APR Subjects / Instructions◆ Customize User Choices◆ Quick Change Wizard◆ Change Social Security Number◆ Running Reports, Labels, Graphs◆ Generating the Annual Performance Report (APR)◆ Upgrade to Next Fiscal Year◆ Making a Backup of Data Files

Training Schedule for 2nd Day (Advanced Session):

8:00am- 8:30am	Registration (Sign-In and distribution of workbooks)
8:30am-11:30am	1st Session
11:30am - 1:00pm	Lunch
1:00pm - 4:00pm	2nd Session
You will learn:	<ul style="list-style-type: none">◆ Setting User Rights (Access-level)◆ Adding New Report / Label◆ Adding New Excel Report◆ Mail Merge with MS Word◆ Adding Personalized Letters◆ Mass E-mailing◆ Managing Drop Down Lists◆ Managing School / College List◆ Managing Activity/Services List◆ Adding Attendances / Stipends◆ Class Scheduling◆ Recalling a Deleted Student◆ Quick Edit – Student Data◆ Sending Message to Users◆ Reading your messages◆ Managing Calendar◆ Time Clock Manager

Training Locations & Address:

Arden Corporation
4350 Glendale-Milford Road, Suite 180
Cincinnati, OH 45242
Phone: 1-513-769-5590 (For reservations, Call 1-800-597-8204)

Make all checks payable to:

COMPANSOL
P.O. Box 821143
Houston, Texas 77282



Directions

Driving:

The Arden learning facility is located at 4350 Glendale-Milford Road, Suite 180 Cincinnati, Ohio, 45242.

Directions if traveling on I-71

- Take I-71 to exit 15 (Pfeiffer Road)
- Go west on Pfeiffer Road about one and one third mile
- Turn right into the Blue Ash Business Place (by the Wingate Inn and across from Blue Ash Airport entrance)
- Drive straight ahead about 200 yards and you will be at our building - 4350 Glendale-Milford.
- Go to suite #180 - it is visible upon entering the front of the building.

Directions if traveling on I-75

- Take I-75 to Exit 14 (Glendale-Milford Road)
- Turn right (East) onto Glendale-Milford Road
- Go about 3 miles and turn left into the Blue Ash Business Place (by the Wingate Inn and across from Blue Ash Airport entrance).
- Drive straight ahead about 200 yards and you will be at our building - 4350 Glendale-Milford.
- Go to suite #180 - it is visible upon entering the front of the building.

Airport:

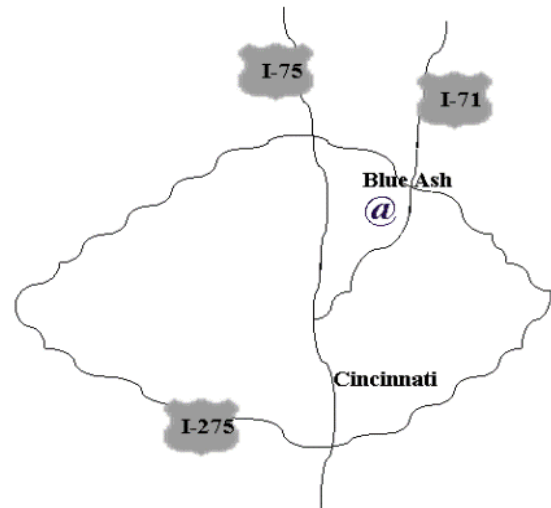
From Cincinnati/Covington Airport (30 miles):

From the Cincinnati/Covington Airport, take I-275 east to I-71/ I-75 north. Stay on I-71 about 22 miles and exit at Pfeiffer Road. Then follow the directions listed at the left on this page.

From Dayton Airport (55 miles):

From the Dayton Airport, follow signs to I-70 east, Go 2 miles to I-75, take I-75 south to Exit 14 - Glendale-Milford Road (47 miles). Then follow the directions listed at the left on this page.

[Click Here for Map](#)





Lodging

These two highlighted hotels have discounted rates for Arden clients.

Wingate by Wyndham

4320 Glendale-Milford Rd
 Cincinnati, OH 45242
 Phone: (513) 733-1142

This hotel is on our campus

Call direct and mention Arden and receive VIP rate of **\$81** night.



Hyatt Place

11435 Reed Hartman
 Cincinnati, OH 45241
 Phone: (513) 489-3666

Mention Arden and receive room rate **\$79** night.

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Other local hotels (within ten minutes driving distance) are:

Candlewood Suites	(513) 733-0100	10665 Techwoods Circle
Clarion Hotel	(513) 793-4500	5901 Pfeiffer Rd
Comfort Suites	(513) 530-5999	11349 Reed Hartman
Courtyard by Marriott	(513) 733-4334	4625 Lake Forest Drive
Doubletree Guest Quarters	(513) 489-3636	6300 E Kemper Rd
Embassy Suites	(513) 733-8900	4554 Lake Forest Drive
Extended Stay Hotel	(513) 469-8900	11145 Kenwood Rd
Hampton Inn	(513) 791-2822	4640 Creek Rd
Holiday Inn Express	(513) 985-9035	4660 Creek Rd
Homestead Suites	(513) 982-9992	Reed Hartman and Creek Rd
Red Roof Inn	(513) 793-8811	5900 Pfeiffer Rd
Residence Inn	(513) 530-5060	11401 Reed Hartman

Arden Inc 4350 Glendale Milford Rd Cincinnati, OH 45242 513-769-5590